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ABSTRACT

This guide is written for staff in church and synagogue libraries which traditionally have small collections, limited funding, and volunteer staff. The information in this guide provides the tools needed to create a customized disaster response plan for church or synagogue libraries. Part 1: The Disaster Response Plan, covers the process of preparing and writing a disaster response plan. Part 2: Recovery before, during, and after a Disaster, addresses what to do when a disaster occurs or is announced; how to assess the damage; knowing what to recover and what to discard; what to do with the damaged items that are retrieved from the library; what to do with water-soaked books or archival material; how to dry books and papers that are slightly wet; what to do with valuable items; how to handle photographs; what to do with magnetic tape media; and handling a disaster that isn't covered in the plan. Part 3: Preventing and Minimizing Damage due to Disaster includes information on how frequently to perform library inspections; protecting collections during renovation; and minimizing damage and losses. (AEF)

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CSLA Guide No. 18

DISASTER MANAGEMENT IN THE CHURCH AND SYNAGOGUE LIBRARY

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Nadia J. Martin, M.L.I.S.

CSLA Guide No. 18
2000

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PREFACE AND ACKNOWLEDGMENT

Why should I read and use this guide?

This guide is written for staff in church and synagogue libraries. These libraries traditionally have small collections, limited funding, and volunteer staff.

The information in this guide can help you prepare for natural and "unnatural" disasters. It will provide you with the tools you need to create a customized disaster response plan for your church or synagogue library. It will help you minimize the costs and loss of value of your collection due to disaster. Few church or synagogue librarians receive any kind of training in disaster management, and most learn what to do, or not do, by experiencing disastrous events.

How much will this cost?

Initially, you will need to invest a substantial amount of time developing a disaster response plan. A disaster response plan is only as valuable as the amount of thought put into it. The actual financial cost is determined by how many improvements you choose to make, which supplies you choose to acquire, and what kind of disaster occurs.

Will I ever use the information in this guide?

If you don't create a disaster response plan, you, or some other staff person, will not be prepared to handle an emergency when it occurs. Over the lifetime of your library, a disaster is likely to occur.

Acknowledgments

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PART I: THE DISASTER RESPONSE PLAN

In this section you will be taken through the process of preparing and writing a disaster response plan.

What is a disaster response plan?

A disaster response plan is the document that will provide guidance to help you save, protect, and recover your church or synagogue library from a manmade or natural disaster. It will give you the plan of action to follow during the initial disaster and the subsequent recovery period. It will help you make decisions about what you can do and what you can and cannot save. It will alleviate some of the stress and organize the chaos that occurs with a disastrous situation. It will be your lifeline.

What is a disaster?

Disasters can be divided into three categories: major natural disasters, minor natural disasters, and "unnatural" or manmade disasters. Major natural disasters include floods, tornadoes, hurricanes, earthquakes, volcanoes, etc. Minor natural disasters include fire, mold outbreaks, insect or rodent infestation, excessive humidity, etc. Manmade or "unnatural" disasters include leaking roofs or pipes, working sprinkler systems, broken windows, excessive renovation dust or fumes, smoke damage, vandalism, etc.

How do I write an effective disaster response plan?

- Identify relevant minor and major disastrous events
- Assess the value of the library's collections, furniture, and equipment
- Specify and prioritize which materials will be recovered
- Ascertain the chain of command
- Write the plan

How do I identify which disasters can happen to the library?

To make a list of probable and possible disasters, you need to do some research. First, determine what major natural disasters regularly occur in your location. Detroit does not have hurricanes, but tornadoes do occasionally appear, and there are frequent flash floods in the spring. In recent years, eastern North Carolina has seen several hurricanes and severe flooding due to excessive rainfall. Alaskans live in an earthquake-prone area. Many communities are located on flood plains.

Second, determine the minor natural disasters that have occurred or are present now. Your building may be involved in an ongoing battle with silverfish or termites. Your synagogue may not have climate control or air-conditioning; humidity may be a problem.

Third, note the manmade disasters which are possible. Many churches are in the midst of renovations or expansions. Other churches have leaking roofs or old pipes. Aging water mains may run under buildings or through the property. Gas mains may be located nearby.

Next, take a critical look at the structure in which the library is housed. Many wood structures are not strong enough to withstand hurricane-force winds. Windows in the library can be broken by flying debris or wind-driven rain. Libraries that share walls with bathrooms may be more prone to flooding or leaks. Construction dust and dangerous fumes can travel through the ventilation system.

Do I need to cover every possibility?

The disaster response plan should cover all types of disaster. You usually have at least eight hours to move books, computers, etc., when a hurricane watch is issued. If a fire breaks out in the building, you may only have a few minutes to get precious materials. In the case of a mold outbreak, you may only want to concentrate your resources on a specific section of the library's collection. If you plan for different scenarios, your recovery time is shortened and costs are reduced.

Why can't I just use another library's disaster response plan?

Plans are customized to the needs of individual libraries. Several factors influence this uniqueness: the geographic location of the church or synagogue, the physical location of the library in its building, and the physical facilities of the building and library.

How do I assess the value of the library?

Every library should have an accession list. An accession list is a record of each item in a library (books, CDs, videos, furniture, equipment) and its cost at the time of purchase or donation. It is important to include the cost of furniture and equipment since some disasters can destroy these items.

If you do not have an accession list, use the shelflist and try to determine the value of every single item in your collection. Note the value on the shelflist card. The cost of a book may be determined using *Books in Print*, which is available at most public libraries. As you work through the shelflist, record the title of each item separately, its ISBN, and the cost. Once you've completed the shelflist, record all of the furniture and equipment (including serial numbers) and estimate the value. This list must be an accurate representation of the original cost of all items in the library.

Include all computer hardware and software. Record serial numbers and other registration information.

You should also include anything outside of the library room that belongs to the library. This may include bulletin boards in the hall or the parent's collection which is housed in the nursery.

You need three copies of the accession list. Keep one copy in the library, the second copy in the church or synagogue's fireproof safe, and the third copy in your home.

It is important to update the accession list and regularly make copies of the updated list.

Why do I need to determine the value of the library?

Many churches and synagogues are already insured for loss due to theft, fire, etc. If this is true for your church or synagogue, ask if this policy includes the contents of the library. Insurance companies often require a separate rider for the library. To have the library included on most insurance policies, you must be able to establish the value of the books, videos, etc. The accession list provides this information. Your church or synagogue's insurance company can further advise you about insuring the library's contents.

When damage to the library does occur, the accession list can be used to determine the cost of the damaged items. This will give you an indication of its replacement costs.

Do I need to get a rider for the insurance policy?

Speak to the insurance agent about riders. The agent can help you to determine the cost of replacing your collection. Be aware, though, that replacement values may differ depending upon the kind of damage that was sustained and the cause of the damage. For example, the insurance company may value a collection differently when it is damaged by falling water from a leaking pipe as opposed to damage from rising water caused by a flooded basement.

Shouldn't I plan on saving everything?

Unfortunately, most church and synagogue libraries do not have access to the vast resources and funding of a major academic or public library. This means that when a fire occurs in the library, every damaged item will not be replaced. Recovery requires money. Disaster recovery companies are not inexpensive. Consequently, you need to decide where you want to spend your limited funds and time. Your decisions about what to save comprise the collection retention plan.

How do I prepare a collection retention plan?

The collection retention plan should be tiered. Determine which items or collections will be saved or recovered first. These materials will have the highest priority. They can be archives, a special collection, a rare first edition, or a congregation first audio recording. These are the items that are truly irreplaceable. Do **not** determine the high-priority items on your own. **Always** make this determination with the agreement of your clergy and your church or synagogue's administrative body.

The next step is to identify a core collection of materials that are expensive to replace. The third group of materials could include items that are heavily requested.

It is important not to rush through this part of the disaster response plan. When an emergency occurs, and someone reaches for the plan, that person is depending on the plan to answer questions or offer guidance.

The collection retention plan should cover different disasters. For example, what you want to save during a flood (church archives) may be different if there is a mold outbreak (rare first editions).

Why do I need to know the chain of command?

In most instances, one person is usually in charge of the library. This means that if something happens to the structure in which the library is located, the librarian needs to be notified so that he or she can put the disaster response plan into action. Conversely, if a mold outbreak is discovered in the library's stacks, the whole building may be affected, and the person in charge of the building needs to be contacted.

Many churches and synagogues have general disaster plans with a calling tree of people who are notified when building damage occurs. Get on this list and be sure to attend any meetings where updates to the general plan are discussed. Get a copy of the plan and keep it with the disaster recovery plan. Provide copies of your plan to the appropriate person(s) in your church or synagogue.

What are the components of a disaster recovery plan?

- contact information
- floor plans
- emergency supplies on hand
- procedures to follow depending upon the type of disaster
- volunteers
- inventory information

Who should I include on my contact list?

You should include at least the following people or representatives:

- clergy
- building supervisor
- janitorial staff
- insurance company
- your recovery team
- library automation company
- emergency numbers for fire, police, and ambulance (if 911 services are unavailable)
- people and businesses with large freezers (for storing wet books)

You may also include contact information for commercial disaster recovery companies, equipment manufacturers, and the local media.

What information should be on the floor plans?

You need a floor plan of the library that shows the locations of special collections and other high-priority items. Those helping with recovery may have never visited or worked in the library. This floor plan should show them where to go to get those high-priority items.

Another floor plan should include the locations of water, gas, and electrical lines within the library, ventilation and heating ducts or systems leading to or from the library, and safety equipment (e.g., fire extinguisher, smoke alarm). This floor plan can help you determine where water may be entering the library.

What emergency supplies should I have on hand?

- camera and film to take pictures of the damage
- working flashlights
- plastic sheeting to protect materials from dust or water (16 x 100 ft rolls, 4mm thickness, clear polyethylene available at hardware stores)
- first-aid kit
- disposable respirator masks and gloves to prevent contact with mold, animal/insect excretions
- sturdy plastic trash bags for debris
- various sizes of "zippered" bags to keep materials together
- all-purpose duct tape
- retractable utility knives with extra blades
- hammer
- 4 standard-tip screwdrivers
- 2 Phillips-head screwdrivers
- nylon rope
- extra batteries in various sizes
- boxes and packing material
- pens and markers for labeling boxes
- multiple copies of inventory sheets

You do not need to keep all of these items in the library. However, they should be readily available.

Do I need procedures for each type of disaster?

The procedure for handling a wet book is not the same as for handling a moldy book or a smoke-damaged book. In order to minimize the cost of recovery, you do not want to compound the damage that has already occurred. Include procedures for handling all the different types of materials that you have identified in your library. Miriam Kahn's *Disaster Response and Planning for Libraries* gives detailed information about how to stabilize materials to minimize further damage. There may be some situations where someone else may assume responsibility for cleaning and clearing a site; for example, a building fire. This should be noted in the procedures.

What about videos, audiotapes, diskettes, etc. (i.e., magnetic tape materials)?

Magnetic tape is notoriously difficult to recover and can be costly. Given the limited funds available to church and synagogue libraries, you may want to consider these items lost if they are damaged. Ideally, you already back up your library's catalogue and other important information located on computer disks and store these backups elsewhere.

Who should I include on my volunteer recovery team?

Team members must be physically able to handle materials. If your staff person is a fantastic storyteller but needs a cane to walk, don't include her on the team that is moving materials. Your recovery team must be willing to come out in all kinds of weather or situations and do manual labor. Identify people who can maintain optimistic and positive attitudes, have a sense of humor, and enjoy working in a group setting.

Make the effort to foster a bond among your team members by meeting regularly to review the disaster response plan. Keep this part of the plan updated with accurate phone numbers (home, work, mobile).

What do I include on the inventory sheets?

Create an inventory sheet with the following headings: box #, format, condition of materials, date. As you pack materials to be removed from the disaster area, you can keep track of what's been sent away. If you prepare these ahead of time, it will make cleanup much easier.

How often should I review the plan?

At least once a year review the entire disaster response plan and make changes as needed. Certain sections may need to be reviewed and changed more often. You should practice the plan at least once a year with your recovery team. These drills will give you some sense of what is realistic to accomplish.

Share your plan with colleagues at other libraries and in your church or synagogue. It is easy to miss an idea or not capture a thought when so much information is being compiled.

Make multiple copies of the plan. Keep a copy in the library, keep a copy in the church or synagogue's business or administrative office, and keep a copy in your home.

PART II: RECOVERY BEFORE, DURING, AND AFTER A DISASTER

Communication is the most important aspect of disaster recovery. It is important to communicate your actions and decisions to the clergy, the congregation, and the wider general community. Good communication will result in more efficient work patterns and fewer errors due to misunderstandings.

What do I do when the disaster occurs or is announced?

First, take a moment to pray for the safety of everyone concerned, for strength to handle the challenges ahead, for patience to endure the frustrations, and for wisdom and guidance.

Second, get the disaster response plan and find the appropriate section for your situation.

Third, contact the recovery team and apprise them of the situation. Let them know what appropriate clothing should be worn, the estimated time needed, and where to meet. Task assignments can be made once you have assessed the damage and determined what needs to be done.

This is also the time to retrieve the equipment and supplies. If you are moving materials and furniture in advance of a hurricane, keep abreast of changing weather conditions and evacuation orders.

It is extremely important for you and your team to follow the instructions and directions of the emergency personnel who may be at the scene. If the fire chief says the building is unsafe, do not enter no matter what valuable item may be in the library. If the commercial disaster recovery company indicates that there is a high level of mold and mildew that could cause or aggravate respiratory problems, do not enter the library until it is safe to do so.

Your personal safety and that of your team must always be your primary concern at all stages of disaster recovery. Books, videos, and furniture can be replaced. A person's life is irreplaceable.

How do I assess the damage?

When it is safe to do so, and if you can, walk through the damage area and see what **really** hap-

pened. The leaking roof may only have soaked one side of a divided bookshelf. The earthquake may have thrown all of the bookcases to the floor.

Try to take this walk on your own if possible. Do not touch anything during your walk. Take the time to examine the extent of the damage. Take lots and lots of pictures of the damage before anything is moved. The pictures can help with insurance claims, be used as publicity, and form a visual record of how awful the library looked.

Once you've surveyed the damage, walk through the area again with a team member. Have the person write down what you are saying as you note what type of damage is done to what parts of the library and what you want to do. Use the disaster response plan to guide decisions about what to do. Make detailed lists of areas that need to be cleaned immediately, within a couple of weeks, within a few weeks, etc.

If you are using a commercial disaster recovery service, give them an accurate assessment of the situation. Call the insurance company and apprise them of the damage.

If possible, set up separate packing, sorting, and loading areas away from the library. This will give you room to sort and pack items, tape and label boxes, etc.

How do I know what to recover and what to discard?

This is where the collection retention plan becomes invaluable. Working through a disaster can be very emotional. As librarians, we hate to lose library materials or see them damaged. Without a collection retention plan, it is very tempting to walk into the library after you've been told about the termite invasion and grab everything you can lay your hands on. Given the limited funding of church and synagogue libraries, this is not the best use of your time, nor is it the wisest thing to do.

Use the collection retention plan to retrieve the high-priority items whenever possible. It is tempting to deviate from the plan, but unless circumstances dictate otherwise, try not to do so. The collection retention plan will help you and your team focus on the task at hand instead of dwelling on the situation.

What do I do with the damaged items that are retrieved from the library?

Use the procedures outlined in the disaster response plan to halt the degradation process. Strict adherence to the procedures will minimize further damage to the materials.

If you choose to use a commercial disaster recovery company, they will likely handle removal of items from the library and pack them as required.

Get your boxes and personnel organized. Assign each member of the recovery team a specific task and a specific location. Try not to micromanage the situation. Be realistic about what can be accomplished, and be aware that you are dealing with volunteers who may also be suffering personal hardship due to a natural disaster.

Damaged material should be handled as little as possible whenever possible. However, if a "bucket brigade" is the quickest way to get material out of the library, and recovery time is limited, this is an appropriate way to move materials.

What do I do with water-soaked books or archival material? What order should I follow?

If items are submerged, remove these first. Then remove books or papers from shelves beginning with the top shelf. Try to remove items off the shelf in order and pack them in boxes.

Put books in boxes so that the bottom cover of the book is flat. Do not overpack or jam boxes.

Count the number of items in the box. Label each box with the number of books or papers, a summary of the contents, the location on the shelf where the books were retrieved, and the location of the library. Don't forget to number the box, date it, and add the initials of whoever packed it. (Example: 37 books, DDC 220.9, First Presbyterian Church Media Center, Box 15, March 31/00, njm)

Seal the box with tape and list it on the inventory. Send these items to the houses or businesses previously identified with large freezers, unpack the boxes in order, and freeze items as soon as possible. This gives you the opportunity to determine exactly which items can be saved and at what cost without worrying about mold outbreaks.

How do I dry books and papers that are slightly wet?

Most church and synagogue libraries will not have immediate access to low-cost, offsite vacuum freeze-drying or dehumidification. Consequently, it must be done in-house. This is done by spreading and opening the books and papers onto flat dry surfaces and moving air over them using fans. This is a labor-intensive and inexpensive solution, and it can distort pages and swell bindings.

What about valuable items?

Consider sending these items to a recognized conservation/preservation center. Before you pack these items, contact the center and get directions on how the material needs to be packed. Some centers want the items to remain wet; others may want them after they have been frozen. There is always a cost for this service. If you accurately describe the extent of damage to the items, the center can better estimate the cost.

How do I handle photographs?

If possible, gently separate photographs from paper envelopes before drying. Check with your local museum to see if it's acceptable to quickly freeze your photographs if you are unable to treat them immediately. Freezing can destroy the surface of some photographs.

If you can, air-dry your photographs. This is usually a quick process for photographs. Hang the items on a clothesline made of plastic fishing wire. Use plastic clips, not wooden clothespins.

What do I do with magnetic tape media?

Magnetic tape is extremely sensitive to heat, mold, and mildew. Do not seal these items in plastic bags or containers where air cannot reach them. If you can, remove all media to a dry place. Take tapes out of their boxes or containers to inhibit mold growth. If the tape is wet, discard it immediately.

What if a disaster happens that isn't covered in the plan? What if I miss a step or skip a step?

When all else fails, improvise. You may think you have everything covered, but there will always be something for which you didn't plan. A skunk may run free in your library and liberally spray all of the Bibles. The ceiling may be so saturated with water and foam from a fire that it may fall down in chunks into the library.

You may not need to follow every step as outlined in your disaster response plan. Not everything will work as you envisioned. Some steps may be completely inappropriate. The disaster response plan is a dynamic document. As you work through your specific situation, make notes about what you are doing. When the disaster is over, take a look at your plan and evaluate what worked and what didn't work. Make changes to the plan while events are still fresh in your mind.

What if I need more help than just my team?

Contact your state library association, a large academic library, or the American Library Association. Get outside help if you need it and can afford it. Many local and national companies specialize in water-damaged library collections. Do not be afraid to ask your congregation and the general public for assistance. A public appeal may result in donations of boxes or funds or extra hands to move items.

What else should I do?

Continue to take pictures and record your progress. This can be a tremendous morale booster.

Take care of your staff. Make sure they take plenty of breaks, get adequate nourishment and refreshments, and are not in a depressed state. When it's all over, have a big party and show the "before," "during," and "after" pictures.

Take care of yourself. The devastating damage that you witness can be overwhelming. Draw strength from your congregation and clergy. Continue to update everyone about the progress. Contact the local media and give them a tour of the site.

PART III: PREVENTING AND MINIMIZING DAMAGE DUE TO DISASTER

What can I do to minimize water, fire, and insect damage to collections?

The simplest solution is to do a detailed visual inspection of your library. Look for safety features, possible fire and water hazards, and potential insect or rodent homes. Your library should have at least one working smoke detector. It may even have its own fire extinguisher or sprinkler system. The fire extinguisher may be conveniently located outside the hall, or it may be at the opposite end of the hall from the library. You should also determine the location of the fire alarm. Is it clearly identified?

As you examine the ceiling, look for evidence of recent water damage or condensation. Determine where the vents are located. Your library may have exposed overhead water or gas pipes or even ex-

posed wiring. You may use ceiling fans to control temperatures and move air. Bookshelves may be anchored to the ceiling as well as the floor, or they may not be braced at all.

If your library has multiple entryways, make sure that at least one is clearly marked "Exit." There should be clear pathways to all exits. An evacuation route from the library to the closest building exit should be posted close to the library's exits.

There may be windows over doors; these windows may open for additional ventilation. If you have window coverings, examine these for signs of insects. Droppings and exoskeletons frequently collect along the sides of jalousies. Insect debris also collects on top of bookshelves. Condensation may be dripping down the wall behind bookcases.

Determine how windows are opened (push up/pull down, slide side-to-side) and if the screens are removable. How far above the ground are the windows? If it's a 40-foot drop, you may not want to use the windows as escape routes during a fire.

If a telephone is located in the library, post emergency numbers by the phone and make sure that the phone number and church or synagogue address is also clearly posted. Include instructions for dialing out of a building's telephone network if applicable.

All electronic devices, especially computers and printers, should be plugged into a surge protector. All live, unused electrical outlets should be covered. Cables should be neatly tied and out of the reach of children. Computers and other electrical equipment and electronic and magnetic media (videos, CD-ROMs, audiotapes) should also be kept away from heat sources. You may want to secure computers and other expensive electronic equipment with security cables to prevent theft.

If your floor is carpeted, inspect it for insect damage and water stains. Also look for insect debris or rodent droppings.

How frequently should I perform these inspections?

Some parts of the inspection should be done every six months (e.g., testing smoke detectors); some should be done monthly, weekly, or even daily. If you live in a humid area of the United States and your building is vulnerable to insect infestations, you will want to look for signs of infestation monthly. If children regularly visit the library, you should inspect outlet covers and tidy cords on a weekly basis. If you use a library automation package every day, backup of the computer and its data should be incorporated into the closing procedures or otherwise scheduled to occur daily.

What should I do if my building or library is being renovated?

Building renovations do not occur in a vacuum. Usually there is a committee or a couple of people responsible for overseeing the process and communicating between the contractors and the staff or congregation. Determine the mechanisms in place to minimize the dispersion of dust or fumes throughout the building. If you know where and when work will be done, you can move vulnerable materials.

You can also protect collections from dust and mold by covering them with plastic sheeting.

Do I need to purchase or install expensive equipment?

Smoke detectors are so inexpensive it would be foolish not to have at least one in the library. Automatic sprinkler systems, however, can cost thousands of dollars. If you are planning a library expansion or new facility, it may be cost-effective to include such a system at that time.

Is there anything else I can do to minimize losses?

If you have special items (e.g., an autographed Bible, journals of the first settlers in the community), have these items appraised for insurance purposes. An appraisal does cost money, but it can provide you with documented proof of an item's value.

Take pictures or videos of the library and its collection so you have some "before" pictures.

Use common sense and practice safety and security at all times.

When a disaster occurs, remember that you cannot save everything, and you cannot replace everything that is damaged. Church and synagogue libraries simply do not have the funding or the staff.

Where else can I get help?

For further information see the resource list at the end of this guide. Library associations may also hold workshops on emergency preparedness.

ADDITIONAL RESOURCES

Miriam Kahn's book is required reading for anyone who is writing a disaster response plan.

Childress, Schelley H. "Planning for the worst: disaster planning in the library." *Southeastern Librarian*. 44 (Summer 1994):51-56.

Disaster recovery yellow pages. Newton, Mass.: Systems Audit Group, 1999.

Georgia. Dept. of Archives and History. *GDAH preservation services*. http://www.sos.state.ga.us/archives/ps/gps.htm

Higginbotham, Barbra Buckner. "Before disaster strikes; be prepared." *Technicalities*. 15 (July 1995):4-5.

Higginbotham, Barbra Buckner. "'It ain't over 'til it's over': the process of disaster recovery." *Technicalities*. 16 (May 1996):12-13.

Kahn, Miriam B. *Disaster response and planning for libraries*. Chicago: American Library Association, 1998.

Mullin, Christopher G. "Planning for disaster: some ideas about where to begin." *PNLA Quarterly*. 60 (Spring 1996):11-12.

National Task Force on Emergency Response. http://www.heritagepreservation.org/PROGRAMS/taskfer.htm

Trinkley, Michael. *Hurricane! Surviving the big one: a primer for libraries, museums, and archives*. 2nd ed. Columbia, S.C.: Chicora Foundation and Southeastern Library Network, 1998.

Wettlaufer, Brian. "Preparing a library disaster plan." *Library Mosaics*. 6 (November/December 1995):8-10.

SELECTED COMMERCIAL DISASTER RECOVERY COMPANIES

Inclusion or exclusion on this list does not imply endorsement, nor is this a comprehensive list. Always check references and contact the Better Business Bureau.

BMS Catastrophe Services (BMS CAT)
303 Arthur St.
Ft. Worth, TX 76017
800-433-2940
http://www.bmscat.com

Belfor (Disaster Recovery Services)
2425 Blue Smoke Court South
Ft. Worth, TX 76105
800-856-3333
http://www.us.belfor.com

Munters Corporation, Moisture Control Services
16 Hunt Rd.
Amesbury, MA 01913
800-433-6379
http://www.munters.com

Servpro Drying Centers
603 Sunbury Rd.
Delaware, OH 43105
800-909-7189
http://www.servpro.com

ATLANTA 2001

The Church and Synagogue Library Association 2001 National conference will be held at the Hilton Atlanta Northeast July 15-17. Take this time to meet others who work in their church and synagogue library ministries.

Atlanta is a great place to visit. Plan to take time to see the interesting places such as The Atlanta History, the Martin Luther King Center, The Carter Presidential Center and Stone Mountain Park.

The Conference will be held at the Hilton Atlanta Northeast in Gwinnett County north east of the City of Atlanta. The Hilton offers outstanding accommodations and fine meeting space.

The conference planning committee is busy arranging for speakers, exhibits and workshop leaders to make this a conference worth your time. Come enjoy good southern hospitality.

Plans are being made for you to visit some local congregational libraries and an exciting evening at Stone Mountain including the famous Lasershow Spectacular on Saturday, July 14

Mary Ellen Draper
Conference Chairperson
404 633 7604
medraper@briarlakechurch.org

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Church and Synagogue Library Association Publications

Guides

No. 1 Setting Up a Library: How to Begin or Begin Again, by Ruth S. Smith. 2nd Rev. ed. 1994. 14 p.

No. 2 Promotion Planning Year 'Round, by Claudia Hannaford and Ruth S. Smith. 3rd Rev. ed. 1996. 68 p. illus.

No. 3 Workshop Planning, by Ruth S. Smith. Rev. ed. 65 p. illus.

No. 4 Selecting Library Materials, by Arthur W. Swarthout. OP.

No. 5 Cataloging Made Easy, by Ruth S. Smith. 2nd Rev. ed. 1999. 36 p. illus. index.

No. 6 Standards for Church and Synagogue Libraries: Guidelines for Measuring Effectiveness and Progress. 2nd Rev. ed. 1993. 20 p.

No. 7 Classifying Church or Synagogue Library Materials, by Dorothy B. Kersten. 2nd Rev. ed. 1990. 20 p.

No. 8 Subject Headings for Church and Synagogue Libraries, by Dorothy B. Kersten. 2nd Rev. ed. 1990. 48 p

No. 9 A Policy and Procedure Manual for Church and Synagogue Libraries: A Do-It-Yourself Guide. Rev. 2nd Rev. ed. 1998. 16 p.

No. 10 Archives in the Church or Synagogue Library, by Evelyn R. Ling. 2nd Rev. ed. 1996. 24 p.

No. 11 Planning Bulletin Boards for Church and Synagogue Libraries, by Janelle A. Paris. 1984. 48 p. illus.

No. 12 Getting the Books Off the Shelves: Making the Most of Your Congregation's Library, by Ruth S. Smith. 2nd Rev. ed. 1991. 40 p.

No. 13 The ABC's of Financing the Church and Synagogue Library: Acquiring Funds, Budgeting, Cash Accounting, by Claudia Hannaford. 1985. 36 p.

No. 14 Recruiting and Training Volunteers for Church and Synagogue Libraries, by Lorraine E. Burson. 2nd Rev. ed. 1999. 24 p. Bibliography.

No. 15 Providing Reference Service in Church and Synagogue Libraries. by Jennifer Pritchett. 1987 60 p. Bibliography. Addendum added for books published through 1997.

No. 16 The Bible in Church and Synagogue Libraries, by William H. Gentz. OP.

No. 17 Nonbook Media To Go: Incorporating Audio and Video Recordings and CD-ROM's into the Congregational Library, by Joyce Burner. 1997. 20 p.

No. 18 Disaster Management in the Church and Synagogue Library, by Nadia J. Martin, M.L.I.S. 2000. 14 p.

Thirty Years of Service to Congregational Libraries 1967-1997. 28 p.

Bibliographies

Church and Synagogue Library Resources, by Dorothy Rodda. 5th Rev. ed. 1992. 24 p.

A Basic Book List for Church Libraries, by Bernard E. Deitrick. 4th Rev. ed. 1995. 16 p

Helping Children Through Books: A Selected Booklist, by Patricia Pearl. 3rd Rev. ed. 1990. 24 p.

Religious Books for Children: An Annotated Bibliography, by Patricia Pearl Dole. 3rd Rev. ed. 1993. 40 p.

Books For Teens, Stressing the Higher Values, by Edith S. Tyson. 1993. 30 p.

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